

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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To: Designated Employer Representatives
Human Resource Directors
Classification and testing Personnel

From: Roger D. Frick
Human Resource Officer
Classifications, Compensation, and Examinations Division

Date: July 30, 2004

Re: Housing Administration Series
(CCE-05-23)

This notification proposes revisions to the class specifications and examinations of the Housing Administrator Series. The overall objective is to provide an efficient and effective classification system that meets the needs of each employer.

Employers currently using the classes are EIU, NIU, SIU-C, SIU-E, UI-C, and UI-UC.

Current Classes	Action Proposed	Revised/New Classes	Change in Title Policy	Effective Date
0043 Housing Administrator I	Deleted			
0044 Housing Administrator II	Revise/Change in Title	0044 Housing Representative	7	October 1, 2004
0045 Housing Administrator III	Revise/Change in Title	0045 Housing Officer	7	October 1, 2004
0046 Housing Administrator IV	Revise/Change in Title	0046 Housing Administrator	7	October 1, 2004

Change-In-Title Policy requirement reflects procedures issued December 23, 2003. The above title changes are recommended however positions should be moved to the appropriate new classification based on job duties and responsibilities.

Voiding/Deleting Registers

The registers for the Housing Administrator I, Housing Administrator II, and Housing Administrator III, should be voided at the close of business September 30, 2004. All testing materials related to these titles should be destroyed. The new/.revised class specifications and examining instruments for the Housing Representative, Housing Officer, and Housing Administrator will be effective October 1, 2004.

Instruments by Class

Revised Instruments by Class pages will be distributed to each employer.

Pay Rates/Ranges

Where necessary, employers should make adjustments or establish new pay rates/ranges to accompany the above changes. In some instances, establishing a wide pay range will optimize opportunities for employers to properly initiate individual compensation programs for their operations and positions.

Seniority

Dependent upon the individual changes in classifications, seniority calculations should be reviewed.